



# ProView

## Research Essentials

### Course Description

The purpose of this session is to demonstrate the essential research skills required to search, browse, and retrieve content on ProView.

### In this session we will cover the following:

- Locate resources in the ProView library
- Browse the Table of Contents to establish coverage and content available.
- Conduct a topic-based search result across a publication.
- Navigate results.
- Create & Share content.
- Annotate text within a publication, including highlighting, adding a note and bookmarking.
- Assign titles to colour labels/folders for your annotations.
- Access the History tool to navigate back and forth.
- Access Help and Support materials.
- Customise ProView options such as Font, Text Size and Line Spacing.

### Session Duration

Approximately 30-minutes.

### Session Delivery Method

Online via Microsoft Teams. **Note:** The Webinar session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

### Learning Materials

Online help and support materials available <https://support.thomsonreuters.com.hk/>

### Training Specialist

Each session will be the same and will be facilitated by one of our Asia Training Specialists.